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MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR A DESIGNATED MANAGERIAL POSITION.

CLASSIFICATION: **SUPERVISING RIGHT OF WAY AGENT**

POSITION TITLE: **OFFICE CHIEF, UTILITY RELOCATION AND ORGANIZATIONAL DEVELOPMENT**

SALARY: **\$6779 - \$7474**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **MARCH 30, 2010**

DUTIES/RESPONSIBILITIES

Under the direction of the Chief, Division of Right of Way and Land Surveys (CEA III), the Office Chief, Utility Relocation and Organizational Development develops and disseminates statewide policy through staff and consultation with districts/regions. The incumbent uses Headquarters' services to further the Department's and Division's mission; provides property rights and services for the construction of transportation projects, on time and within budget. Contributes substantively to the Division being and remaining the consultant of choice. Designs and applies useful performance measures with intent to reduce overhead costs and increase efficiencies at all levels. Supports and cooperates with District/Regional Right of Way (R/W) Managers' application of compliance procedures to assure that products follow the law, are sound quality, and serve their intended purposes. The incumbent is responsible on a statewide basis for efficiency and effectiveness of the Utility Relocation and Organizational Development functions. The incumbent assists in establishing program goals and objectives, program delivery targets, and program performance measures. Monitors and reports on statewide, regional and district program objectives and program delivery.

Responsibilities include, but are not limited to:

- Responsible for the development of division's strategic plan, including development of the business plan, succession planning, business strategies, program priorities, goals and objectives, and delivery of statewide training program for the Division of R/W and Land Surveys.
- Reviews and evaluates corrective plans to meet performance deficiencies.
- Provides independent advice, recommendations and special briefings and reports to executive management in Headquarters, District Directors, and R/W and Land Survey District/Region Managers on all matters pertaining to Utility Relocations and Organizational Development, including: preparation of reports on special issues for submittals to the California Transportation Commission (CTC) on program/project delivery issues.
- Preparation of special reports, correspondence, issue papers, and briefing reports for the public, Legislature, Federal Highway Administration (FHWA) and executive management.
- Responsible to the Division Chief for production quantity, quality, timeliness, and minimized costs on a statewide basis in the assigned functions; provides high level advice, guidance, and assistance to Division Chief, District Directors, District/Region R/W Managers, Legal Division and key management in Headquarters Divisions to resolve issues.
- Provides liaison and coordination with the FHWA for both districts and the Division of R/W and Land Survey on matters pertinent to basic right of way and utility relocation requirements, participation with federal funds and other issues. Where problems or conflicts arise, incumbent is responsible for coordinating efforts to resolve the issues.
- Plans, coordinates, develops, promulgates statewide standards and policies in assigned areas to assure compliance with Federal and State laws and policies and professional practices and standards and proposes legislation to ensure that requirements are met. Provides guidance and oversight on functional policy matters and inter-office coordination.
- Renders decisions and makes recommendations on extremely sensitive Utility Relocation matters.
- Interacts with R/W and Land Survey District/Region Managers, District Directors, Division Chiefs, corporate program managers, the directorate; Business, Transportation and Housing Agency, and other government and private industry representatives to obtain support in achieving program goals and objectives.
- Serves as a member of, and provides staff to, the R/W Management Board, which develops and plans strategies for managing the statewide R/W and Land Survey Program.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Either I

Two years of experience in the California state service performing the duties of a Senior Right of Way Agent.

Or II

Experience: Five years of progressively responsible experience involving all major phases of the acquisition of rights of way for governmental or public utility use, two years of which must have been in a full supervisory or administrative capacity. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Senior Right of Way Agent.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles of public administration including capital program, personnel management, program development, budgeting, and supervision; goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way activities; general management principles and practices; management problem-solving methods; principles of policy development and formulation of principles and practices of disseminating public information; the Department's safety, health, equal employment opportunity and labor relations program objectives; a supervisor's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Lead, plan, organize, and direct or make decisions involving the work of a large Right of Way staff; develop program direction and concepts; establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels; and effectively contribute to the Department's safety, health, equal employment opportunity and labor relations program objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge and abilities to meet the goals and objectives of the Department's mission statement and the strategic plan.
- Demonstrated knowledge of organization and policy issues facing the Department, and the current responses to such issues.
- Demonstrated in-depth knowledge of the Caltrans project development process and its interrelated functions.
- Demonstrated ability to be flexible and open-minded in dealing with project delivery issues and situations.
- Demonstrated ability effectively collaborating with governmental and private industry representatives.
- Demonstrated ability to effectively communicate and coordinate, both orally and in writing, with all levels of management and staff within the Department.
- Demonstrated in-depth knowledge of the Caltrans project development process and its interrelated functions.
- Demonstrated ability to plan strategically and implement with measurable results.
- Demonstrated ability to examine existing procedures and practices and develop more innovative and efficient ways of conducting business; through continuous improvement.
- Demonstrated knowledge and ability to effectively supervise, direct, manage, and lead an office of multi-disciplinary professional and technical staff.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD 678), which includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 10MSP06**.
- **No faxed or e-mail applications will be accepted.**
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and do not take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualification must be received or postmarked by the final file date of **MARCH 30, 2010**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (10MSP06)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to: Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.